

**APSS Meeting
February 11, 2021
Zoom Mtg
12:00 p.m.**

Minutes

- I. Call meeting to order
- II. Roll Call – Deb Rotman, Becky Bakale, Michelle Holstege, Patrick Perry, Joyce Sullivan, Rayshene Wilson, Lindsay Bogi, Lindsey Burns, Barb Blankemeier, Katie Haynes, Tami John, Hollie Rago, Irina Grougen, Rhonda LeMieux, Megan Eding, Vicki Wenger, Cheryl Bronner, Matthew Collver, Vicki Helgeson
- III. Approval of January meeting minutes
 - a. No discussion on the minutes as presented, motioned by LB, seconded by JS, motion carried.
- IV. Presidents Report
 - a. Development Credit – discussed with HRO, the PSS filter is not working, which limits what staff can find on Sprout. The suggestion is to email HRO, to see if it qualifies for credit. It is a disadvantage so that we cannot easily identify what counts for credit. HRO was asked to pull together a list of webinars, we will see if that is done through the Development Committee. HRO is not qualifying unless it is an hour in length, which is from Dev Butler era. If the webinar is not an hour in length they will not offer credit. She also worked with them regarding an Excel Spreadsheet, so that we could communicate with the staff who need credit. Is it our responsibility to monitor or should we use the newsletter to communicate the need to stay on track. The email was a courtesy to our members, but it is not our responsibility to make sure. So do we move away from that or continue to assist and communicate. Discussion regarding that the email comes in handy as it is difficult to know who is on track. Apparently a few years back the historical data was lost, and there may be some issues with our educational history. Hoping that HRO and the Development Team will assist, there are concerns that people will not make their credit needs.
 - b. We sent out 22 retirement cards
 - c. Calendars we have a number of calendars left – so if there are any staff that needs them please let me know
 - d. Internal Only searches, if you have noticed we have had a number of only internal searches. Deb in HRO has been highly encouraging this with searches. Not sure how long this will last, but we appreciate it during the current timeframe.
- V. Vice President Report
 - a. Not heard from building reps or members if they have not received their swag bag, if someone hears from some that still need it let Tami know. There is a lot of feedback from members that they really appreciated the bags. Becky delivered the

bags to the Pew Campus. Steelcase library may be missing their bags. There are some shuffling due to medical and retirements. It could be that is how they were missed. We have had positive feedback. Thank-you Tami for the hard work on this!

VI. Treasurers Report

- a. Written report received, balances were verified on 2/8/21 by Becky Bakale.
- b. Motion to approve the report as written, by JS, and seconded by LB, motion carried

VII. Membership Report

- a. Written report was received, question was raised regarding something on the report.
- b. Motion to accept the report as written, ME, seconded by IG, motion is carried

VIII. Communications Report

- a. There is not much to update, we were hoping to see additional website traffic due to posting the development credit on the website.
- b. The eboard features are now complete, we would like to start featuring our building reps monthly.

IX. Member Relations Report

- a. A conversation was held with Deb Sanders, Greg Sanial, Shawn Evans, Becky Bakale, and myself to discuss the new policy as it relates to weather. They looked back from 2015-2020 and found that there was an average of 1 day/year with the exception of 2019 where there were 7 closure days.
- b. The university feels that there are a number of ways for any of us to work remotely (laptop (GV issued or a home computer), Smartphone, etc.
- c. The decision to go remote will be made with consultation with Facilities, MSP, and the local road commissions.
- d. APSS Bargaining will be looking to revise 12.3.3.F regarding the '8 hour' limit on hours we are currently allowed to use.

X. Building Representative Reports

- a. The ePDP process for PSS staff form doesn't seem to have an area for next years goals. Are we just to adhere to the form. Per Becky, it is possible that not all supervisors have read the process that PSS is no longer is on the ePDP. It may be on the form because last year it pertained to the ePDP process. If there is a push for our employee group to identify 3 goals we do not need to do that as a requirement at this point. The new process being considered is through the Pageup System. <https://www.gvsu.edu/hro/pss-evaluation-performance-development-program-1035.htm> is the link regarding the PSS process.

XI. Old Business

XII. New Business

- a. Elections will be coming up – nominations for President, Communications Director and Treasurer. If interested in the seats please let us know!